

OPTIONAL INFORMATION	
Name of School:	Date of Inspection:
Vocational Program/Course/Room:	Signature of Inspector:

GENERAL FIRE REQUIREMENTS SELF INSPECTION CHECKLIST

Guidelines: This checklist covers the "Uniform Fire Code" and the "Uniform Construction Code" general fire regulations issued by the New Jersey Department of Community Affairs (N.J.A.C. 5:18 and 5:23). It also covers one regulation from the U.S. Department of Labor - OSHA General Industry standards 29 CFR 1910.38 and 1910.159. It applies to all vocational classrooms. There may be additional requirements under county and/or municipal codes. The local fire code and building code official should be consulted about these additional regulations. Implementation of some of the regulations may not be the individual classroom teachers' responsibility. **The questions that are most likely not the responsibility of the individual teacher are marked with an asterisk (*) beside the number of the question.** Any question marked with the symbol (⊗) indicates a history of previous violations in vocational schools.

General Requirements		<u>Please Circle</u>
1.	Are all dangerous conditions which are liable to cause or contribute to the spread of fire removed or remedied? [N.J.A.C. 5:18-3.3(a)1i]	Y N N/A DK
2.	Are all conditions which would interfere with the efficiency and use of any fire protection equipment removed or remedied? [N.J.A.C. 5:18-3.3(a)1ii]	Y N N/A DK

Comments/Corrective Action

**GENERAL FIRE REQUIREMENTS
SELF INSPECTION CHECKLIST**

- | | | |
|----|---|------------|
| 3. | Are all obstructions to or on fire escapes, stairs, passageways, doors or windows, liable to interfere with the egress of occupants or the operation of the fire department in case of fire removed or remedied? [N.J.A.C. 5:18-3.3(a)1iii] | Y N N/A DK |
| 4. | Are all accumulations of dust or waste material in air conditioning or ventilating systems or grease in kitchen or other exhaust ducts removed or remedied? [N.J.A.C. 5:18-3.3(a)1iv] | Y N N/A DK |
| 5. | Are all accumulations of grease on kitchen cooking equipment, or oil grease or dirt upon, under or around any mechanical equipment removed or remedied? [N.J.A.C. 5:18-3.3(a)1v] | Y N N/A DK |
| 6. | Are all accumulations of rubbish, waste, paper, boxes, shavings, or other combustible materials, or excessive storage of any combustible material removed or remedied? [N.J.A.C. 5:18-3.3(a)1vi] | Y N N/A DK |
| 7. | Are all hazardous conditions arising from defective or improperly used or installed electrical wiring, equipment, or appliances removed or remedied? [N.J.A.C. 5:18-3.3(a)1vii] | Y N N/A DK |
| 8. | Are all hazardous conditions arising from defective or improperly installed equipment for handling or use of combustible, explosive or otherwise hazardous materials removed or remedied? [N.J.A.C. 5:18-3.3(a)1viii] | Y N N/A DK |
| 9. | Are all dangerous or unlawful amounts of combustible, explosive or otherwise hazardous materials removed or remedied? [N.J.A.C. 5:18-3.3(a)1ix] | Y N N/A DK |

Comments/Corrective Action

**GENERAL FIRE REQUIREMENTS
SELF INSPECTION CHECKLIST**

- | | |
|--|------------|
| 10. Are all equipment, materials, processes or operations which are in violation of the provisions and intent of the Uniform Fire Code removed or remedied? [N.J.A.C. 5:18-3.3(a)1x] | Y N N/A DK |
|--|------------|

Material Storage

- | | |
|---|------------|
| | Y N N/A DK |
| 11. Are combustible rubbish, oily rags or waste material when kept within a building, stored in an approved metal container? [N.J.A.C. 5:18-3.3(e)] | |
| 12. Is the storage of combustible or flammable materials confined to approved storage areas? [N.J.A.C. 5:18-3.3(f)1] | Y N N/A DK |
| 13. In sprinklered buildings, is storage maintained a minimum of 18 inches below sprinkler head deflectors? [N.J.A.C. 5:18-3.3(f)2 and 29 CFR 1910.159(c)(10)] | Y N N/A DK |
| 14. In sprinklered buildings, are sprinkler heads protected from mechanical damage? [29 CFR 1910.159(c)(8)(iii)] | Y N N/A DK |
| 15. Is storage orderly and not within two feet of the ceiling? [N.J.A.C. 5:18-3.3(f)3] | Y N N/A DK |
| 16. Is the clearance between stored materials and unit heaters, radiant space heaters, duct furnaces, and flues not less than three feet in all directions or in accordance with the clearances shown on the approval agency label? [N.J.A.C. 5:18-3.3(f)5] | Y N N/A DK |

Comments/Corrective Action

**GENERAL FIRE REQUIREMENTS
SELF INSPECTION CHECKLIST**

General Conditions

17. Are flammable materials prohibited for decorative purposes in such quantity to constitute a fire hazard unless such material is flameproofed in an approved manner? [N.J.A.C. 5:18-3.3(g) and 5:18-3.15(c)] Y N N/A DK

Note: Such materials include: cotton batting, straw, dry vines, leaves, trees, artificial flowers or shrubbery and foam plastic materials.

18. Are decorative materials such as curtains, draperies, streamers and fabrics noncombustible or flameproofed? [N.J.A.C. 5:18-3.15(c)] Y N N/A DK

19. Is decorating electric light bulbs with paper or other combustible materials prohibited unless such materials have first been rendered flameproof? [N.J.A.C. 5:18-3.3(g)] Y N N/A DK

20. Is use of an open flame, unprotected light, or heating device near highly flammable, combustible or explosive materials prohibited? [N.J.A.C. 5:18-3.3(h)] Y N N/A DK

- 21.* Is the school building inspected at least once every 12 months by a county or municipal fire code official and the resulting certificate of inspection posted in a conspicuous location? [N.J.A.C. 5:18-2.5(a)] Y N N/A DK

22. Are openings in the walls, floors, or ceilings which would contribute to the spread of fire from one room to another repaired? [N.J.A.C. 5:18-3.3(j)1] Y N N/A DK

Comments/Corrective Action

**GENERAL FIRE REQUIREMENTS
SELF INSPECTION CHECKLIST**

- | | | |
|------|--|------------|
| 23. | Are wedges or devices holding exit doors open prohibited?
[N.J.A.C. 5:18-3.3(j)2] | Y N N/A DK |
| 24. | Are all doors tight fitting and in good operational condition?
[N.J.A.C. 5:18-3.3(j)2] | Y N N/A DK |
| 25. | Is smoking not permitted and enforced? [N.J.A.C. 5:18-3.3(k)] | Y N N/A DK |
| 26. | Are all classroom doors automatically self closing? [5:23-3.14] | Y N N/A DK |
| 27.⊗ | Are all accumulations of flammable or combustible waste materials and residues removed so that they would not contribute to a fire? [29 CFR 1910.38(b)(3)] | Y N N/A DK |

Note: Examples of violations include: open boxes of papers stored under the stairs and stored empty cardboard boxes.

Comments/Corrective Action

**GENERAL FIRE REQUIREMENTS
SELF INSPECTION CHECKLIST**

Blank Page